

Honorable Charles G. Case II

(Visiting Judge from Phoenix, Arizona)

824 N. Market Street

3rd Floor

Wilmington, Delaware 19801

Courtroom Deputy/Scheduling: Ginger Ballek (302-252-2884)

All matters are heard in Courtroom on 3rd floor, 824 N. Market Street

The following general procedures are to be followed in all cases assigned to Judge Case:

1. All matters regarding Delaware cases assigned to the Judge are to be handled through the Judge's Delaware staff.
2. The Local Rules for the United States Bankruptcy Court for the District of Delaware will govern all procedural aspects of the case.
3. Nothing is to be sent to Phoenix unless specifically directed; nothing is to be sent by facsimile to chambers, Phoenix or Delaware, unless specifically directed.
4. Generally, all matters are to be scheduled for hearing in Wilmington. If there are matters, which, of necessity, must be heard on a day other than during a week when Judge Case is sitting in Wilmington, Judge Case may consider hearing such matter by videoconference or telephone in Phoenix. A request for a hearing by telephone conference or videoconference in Phoenix must be submitted initially to the Judge's Delaware staff. These requests will not be routinely granted.
5. Hearing Binders: Agendas and binders, including all papers related to all agenda items shall be submitted **by 12:00 noon seven business days prior to the hearing**. All agendas are to be electronically filed with the Clerk of the U.S. Bankruptcy Court and must be emailed in .pdf format to Ginger_Ballek@deb.uscourts.gov. Chambers must be notified as soon as possible of any matters that have resolved and/or are not going forward in the hearing. Binders related to fee applications must be submitted **two weeks prior** to the hearing.
6. The Judge's Delaware staff must be notified immediately if the omnibus hearing is expected to last longer than one hour or if an evidentiary hearing will be held.
7. Fee Applications: All fee applications will be considered in accordance with the respective Administrative Order entered in each case and under the Local Rules for the U.S. Bankruptcy Court for the District of Delaware. Unless the respective Administrative Order provides otherwise, no orders will be signed regarding the payment of the 80% monthly fees and monthly expenses. Hearings for interim applications will be scheduled on Omnibus Hearing dates and the date for hearing must be approved by the Judge's deputy at least one month prior to the hearing. All interim fee applications (including quarterly applications) will be heard on one date. Even in the absence of any objection to a fee application, a representative of the Applicant who is

familiar with the services rendered and costs incurred which are the subject of the Application shall appear in person at such hearing in support of the Application, unless such person is not local to the Court, in which event, such person shall make prior arrangements with the Judge's courtroom deputy to participate by telephone conference.

8. Attorneys wishing to participate in hearings in Delaware by telephone shall make arrangements with Ginger Ballek, the Judge's courtroom deputy, no later than **12:00 noon two business days** prior to the hearing. Local counsel are required to appear in person.

9. Orders: All orders are processed and docketed in the Delaware Bankruptcy Court. Please do not contact Phoenix chambers for the status of orders.

Updated: 12/29/03